

TRUSTEES OF TRUST FUNDS

CEMETERY TRUSTEES

LIBRARY TRUSTEES

All trustees of trust funds, cemetery trustees, library trustees, as well as mayors, selectmen, city/town managers, and/or any other interested state and/or municipal officials, are invited to attend our TWENTIETH Annual Seminar on Trust Fund Administration and Statutory Filing Requirements to be given by the Department of the Attorney General, Charitable Trusts Unit and the Department of Revenue Administration, Community Services Division, at the following times and places.

Please note there will be two Trustees of Trust Funds sessions in Concord on June 1, 2005, the morning session is designed for new trustees and/or trustees who want to review the basics, the afternoon session is designed for experienced trustees and will deal with advanced trust administration and investment issues.

PLEASE NOTE: In response to the feedback received from cemetery and library trustees, we have redesigned the Concord schedule to allow lecturers more time to present their materials and attendees more question time. Please pay close attention to the following dates and times.

Wednesday, May 4, 2005
ALL TRUSTEES SESSION
Conway - 6:00 p.m.
Conway Public Library
Conway, New Hampshire

Monday, May 23, 2005
ALL TRUSTEES SESSION
Harrisville - 7:00 p.m.
Harrisville Town Hall
Harrisville, New Hampshire

(please see reverse side)

Tuesday, May 31, 2005
CEMETERY TRUSTEES SESSION
Concord - 8:30 a.m. – 11:30 a.m.
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Tuesday, May 31, 2005
LIBRARY TRUSTEES SESSION
Concord – 1:00 p.m. – 4:00 p.m.
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Wednesday, June 1, 2005
TRUSTEES OF TRUST FUNDS SESSION
*** - *New Trustees Session* - ***
Concord – 8:30 a.m. – 11:30 a.m.
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Wednesday, June 1, 2005
TRUSTEES OF TRUST FUNDS SESSION
*** - *Advanced Trustees Session* - ***
Concord - 1:00 p.m. - 4:00 p.m.
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Please plan to arrive a little early to sign-in and receive your handouts. Sign-in is especially important for Library Trustees, who receive continuing education credits for attendance. My staff will be available approximately 45 minutes prior to the start of each seminar.

Please complete the RSVP form and return it to this office so that we may have a sufficient number of handouts available at each location. ***This is especially important for the Concord seminars, as we need an accurate count for the hotel.*** You may also register via the Internet at the e-mail address listed on the RSVP form. If you register electronically please be sure to provide all the information requested on the printed RSVP form (which session(s) you will be attending, number of attendees, etc.). The Concord sessions fill up quickly -- please be advised that seating in the hotel conference room is limited and the demand high so please request the number of seats that you are sure you will need.

Directions to the various locations are enclosed. We will look forward to seeing you at our sessions.

Terry M. Knowles, Registrar
Charitable Trusts Unit
(603) 271-3591

TMK:ab
Enclosure

Please Note

If you require any special accommodation due to a disability please notify this office as soon as possible so that appropriate arrangements can be made.

NOTICE: In case of inclement weather, we will announce cancellations on radio stations WOKQ 97.5 and WKXL 1450, on our website at **www.nh.gov/nhdoj/charitable** or you may telephone our office for further information.

DIRECTIONS:

CONWAY

From Route 16 North

Continue north on Route 16 into Conway Village. Go past Kennett High School on the left, College for Lifelong Learning on the right. Keep in the right lane. At the traffic light past the Post Office, take a right on to Pleasant Street. Take the first left on to Greenwood Avenue. Library parking is on the left.

From Route 16/302 South

Continue south through North Conway Village. Continue past the Settlers Green Mall and the Mountain Valley Mall. Continue straight at the intersection of Route 302. Go about 4 miles to a traffic light at the Irving Station in Conway Village. Keep in the left lane. Turn at the traffic light on to Route 113 East. Take an immediate right on to Wilder Street. Take another immediate right on to Greenwood Avenue. Library parking is on the right.

If you would like to use MapQuest or a similar program, the street address for the library is 15 Main Street, Conway NH.

HARRISVILLE

From Keene direction, east on 101, at Chesham opportunity turn left onto Chesham Road, stay on Chesham Road, on left side go into entry for fire station, next building. From Dublin area, after Dublin fire station, right hand Dublin Rd come through village area, fork in road, take left fork toward Keene, on right side of road, entry by fire department.

If you want to use Map Quest or a similar program, the street address for the town hall is 705 Chesham Road.

CONCORD

From Route 93 take Exit 14 (intersects with Loudon Road). At the end of the exit turn towards Downtown Concord (93S, turn right, 93N, turn left). You'll see the Holiday Inn on your right.

From Route 393, go to end of highway, take left at lights, Holiday Inn is approximately 1/4 mile on your left. Turn left just before the Holiday Inn onto Storrs Street so that you can enter the parking lot from the back (there's a median strip in front of the Inn that prevents a left-hand turn into the main entrance of the parking lot).

RSVP FORM

Registration is necessary to assure adequate space and number of handouts

TO: Office of the Attorney General
Charitable Trusts Unit
33 Capitol Street
Concord, NH 03301-6397

FAX: (603) 223-6207

E-MAIL: audrey.blodgett@doj.nh.gov

(NOTE: You may register via the Internet at this e-mail address;
please provide the same information requested on this form)

FROM: Town/City of: _____

The following numbers of trustees/municipal officials/others will attend the seminar to be held on **(please fill in the number of people attending on the appropriate line):**

_____ Wednesday, May 4, 2005, Conway, NH
(All Trustees Session)

_____ Monday, May 23, 2005, Harrisville, NH
(All Trustees Session)

_____ Tuesday, May 31, 2005, Concord, NH
(Cemetery Trustees Session)

_____ Tuesday, May 31, 2005, Concord, NH
(Library Trustees Session)

_____ Wednesday, June 1, 2005, Concord, NH
(Trustees of Trust Funds Session for new trustees)

_____ Wednesday, June 1, 2005, Concord, NH
(Trustees of Trust Funds Session for advanced trustees)

Please return this form as soon as possible for the session(s) you will be attending